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Department of Utilities
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TO: Chairperson Lobner and Members of the CEA Review Committee

FROM: Chris Shaw, Utilities Director

DATE: March 29, 2017

RE: *Request to upgrade Pick-Up Truck #1518 to Four Wheel Drive in 2018*

The Department of Utilities is requesting approval to upgrade pickup truck #1518 when it is due for replacement in 2018. The upgrade request is for a full size, extended cab, four wheel drive (4WD) pickup. The current vehicle, Truck #1518, is a 2008 rear wheel drive, compact pickup (i.e., Ford Ranger). It should be noted that Vehicle #1518 had replaced a full size, four wheel drive vehicle. The replacement to a smaller two wheel vehicle was justified at the time as an attempt to reduce operating and replacement costs.

The Water Utility would like to return to a full size, four wheel drive vehicle for a number of reasons. First, the utility is a 24 x 7 operation that requires maintenance activities to the satellite facilities (e.g., Lake Station, water towers, booster pump stations, PRVs, etc.) regardless of road conditions. The maintenance staff are reluctant to use this vehicle during any snow event based on the lack of traction and control. Second, the vehicle, if purchased, will be available for daily city wide sampling events. The operations staff have also expressed safety concerns regarding this vehicle during snow events. Finally, supervisory and management staff have opted to use their own vehicles in lieu of the compact vehicle for the reasons listed above. Adding the 4WD capability back to this truck would allow for the truck to be deployed for operations and maintenance events, regardless of weather conditions.

The estimated additional cost to replace truck #1518 with a 4WD replacement is \$1,000. If approved, the additional cost for the upgrade will be included in the Utilities Department budget request for 2018.

Thank you for your consideration in this matter.